How to Complete Enrollment for a Training Course

To enroll in a course, you must Request Access for the course in the KC and then submit payment.

1. Access the Knowledge Center (KC): https://covkc.virginia.gov/deq/external

2. Enter your Login ID / Password and click Submit.

   - If you don't know what these are – use the "forgot login" or "forgot password" links.

   - Forgot password will only work if you have a valid email address in the KC

3. Click on "Learning Center" then "Course Catalog".

4. Enter a keyword from the course title to search for the course.

5. Click on the course for which you want to enroll.

6. Click on the section (session) you want to enroll and then click "Request Access"

   - You are now in a pending enrollment status.

   - If you have a valid email in the KC, you will receive a Request Access email with details on how to complete the course enrollment by paying.

   - **If you don't receive the email call or email (contacts below)**

7. Paying via Credit Card *(American Express not accepted)*:

   - Online: Click the secure link in the "Request Access" email and fill in the required fields or:

   - By Phone: Call Kim Seckman at 804-698-4375 or Robin Merkle at 804-698-4052.

8. On the next business day, DEQ runs a payment report and approves the enrollments for which have been payments received.

Any questions, email: certification@deq.virginia.gov